

Fundraising – Keeping it safe and legal

Whatever your branch or group fundraising event – from a ball to a small coffee morning – it is important that it is safe and that you are aware of any legal issues. You will then be able to relax on the day and enjoy yourself.

Insurance

For any event where the public are involved, you must have public liability insurance. We have a policy that covers us and our branches and groups. However, it is always advisable to check with your Regional Fundraiser that your event can be covered under the Association's policy.

First aid

If you are having over 50 guests, you may need a trained First Aider at your event - the ratio depends on what type of event you are organising. Please check with your local authority what the requirements are. If you are hiring a staffed venue for your event, they may already have this covered so please check this with them.

St. John Ambulance and the Red Cross can usually provide their services for free – just make sure you book them well in advance.

Risk assessment

Carrying out a risk assessment is the best way to make sure your event is safe and secure. It does not have to be complicated – it just means checking practical, common-sense things.

You will need to check the venue/location and make yourself aware of any potential hazards and put things in place to minimise any risk. A template can be [downloaded from our website](#) for your use.

Please note: Evidence indicates that boxing is a high-risk activity. As a charity supporting people with a neurological disease, it wouldn't be appropriate for us to promote a sport that has been shown to cause neurological damage. For this reason, we are unable to endorse or support boxing events.

Food safety

If your event involves the preparation of food, please be aware of hygiene regulations. Visit www.food.gov.uk for more information and guidance on Hygiene and Food Safety.

Please remember to think about the premises of food preparation, labelling food to inform those with an allergy or intolerance to certain foods and how food is handled and packaged etc.

Alcohol

Some venues will already have a licence to sell or supply alcohol. However, if you are using an unlicensed venue and plan to serve alcoholic drinks, you may need a temporary events notice. Please ask your local authority about how to apply for one.

Raffles

Different types of raffles have different rules. The easiest way to avoid running into any problems is to follow these basic rules:

- Only sell tickets to guests at your event
- Do not spend more than £250 on raffle prizes. If they are donated, you do not have to include their value.

Entertainment

If you planning to have some form of entertainment (this means two or more people performing or dancing) in a building, which does not already hold a Public Entertainment License, you need to get one. This license is provided by your Local Authority.

Using our logo

We encourage you to use our logo to brand your fundraising materials and would be happy to send you our logo and user guidelines upon request.

Please do not alter the colours or dimensions of the logo and do ensure that you always add our charity number when creating any materials to promote your event – this should read: *Registered Charity No. 294354*.

Collecting money

The legal minimum age for collecting money is 18 years in London and 16 years everywhere else.

Collectors should have:

- A collector card issued by Francis Crick House
- A letter of authorisation issued from Francis Crick House, stating the collector's name, address, when and where they are collecting and their authorisation number
- A sealed collection box bearing the Association's logo
- Stickers and information leaflets.

It is good practice to publicise the results after the event, usually by letter of thanks to the local newspaper, as this provides an additional opportunity for raising awareness.

A copy of the final income/expenditure account from the collection should be sent to the Local Authority who will usually provide a form for this purpose, with the licence.

Handling cash

It is important that you consider your personal safety when handling or collecting cash. These are some basic guidelines:

- Always carry cash in inconspicuous bags and don't make it too obvious
- Try to arrange for two people to be present when either carrying cash or counting it
- Try to request that money donations be given as cheques rather than cash
- If counting cash at a venue try to arrange a safe area in which to do this.

Public Collections

Holding a collection in a public place can be a great way to raise funds. However, you will need to ensure you get the appropriate permission/ licence before you collect.

Always ask/apply well in advance as it can sometimes take a long time to get a date confirmed.

Street collections

If you are holding a collection in the street, you will need to obtain a licence from your local authority (or Metropolitan Police if in London).

Private collections

If your collection is still open to the public but being held on private property such as within a shopping centre, pub or rail station, you must obtain permission from the landowner or manager.

House to house collections

Collecting door to door can be more complicated to organise. For more information please contact your Regional Fundraiser.

You may also wish to refer to The Institute of Fundraising Codes of Fundraising Practice at www.institute-of-fundraising.org.uk to see the many laws that can apply to the wide range of activities that fundraising includes.